



~ WELCOME ~

**Annual Data Collection
(ADC) Training
for
School Year 2009-2010**



opi.mt.gov

**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

Agenda

9:00-10:30

ADC Training
Presentation

10:30-10:45

Break

10:45-11:45

ADC Data Entry

11:45-12:45

Lunch break

12:45-3:00

ADC Data Entry

Introductions

- Colleen Hamer
OPI Accreditation Data Control Specialist
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- Al McMilin
OPI Accreditation Unit Manager
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- Dale Kimmet
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- Karen Crogan
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ADC Packet

- Table of Contents (pink)
- Glossary of terms
- Staff Assignment Codes listing (green)
- ADC Overview
- Authorized Signatures and Checklist (blue)
- Preprinted Personnel forms (white/purple)
- Quality Educator Payment Summary (gold)
- Evaluation Form (gold)



Due Dates

To County Superintendent:

Tuesday 10/27/2009

To OPI Accreditation Division:

Tuesday 11/03/2009



Where to Get More Information

- OPI Website: <http://www.opi.mt.gov>
 - Go to Programs & Services of OPI
 - Select Annual Data Collection<http://www.opi.mt.gov/adc/Index.html>
- OPI Help Line - (406) 444-4050
- Tip of the Day
- OPI Knowledge Database (Get Answers)



Getting Started With Citrix

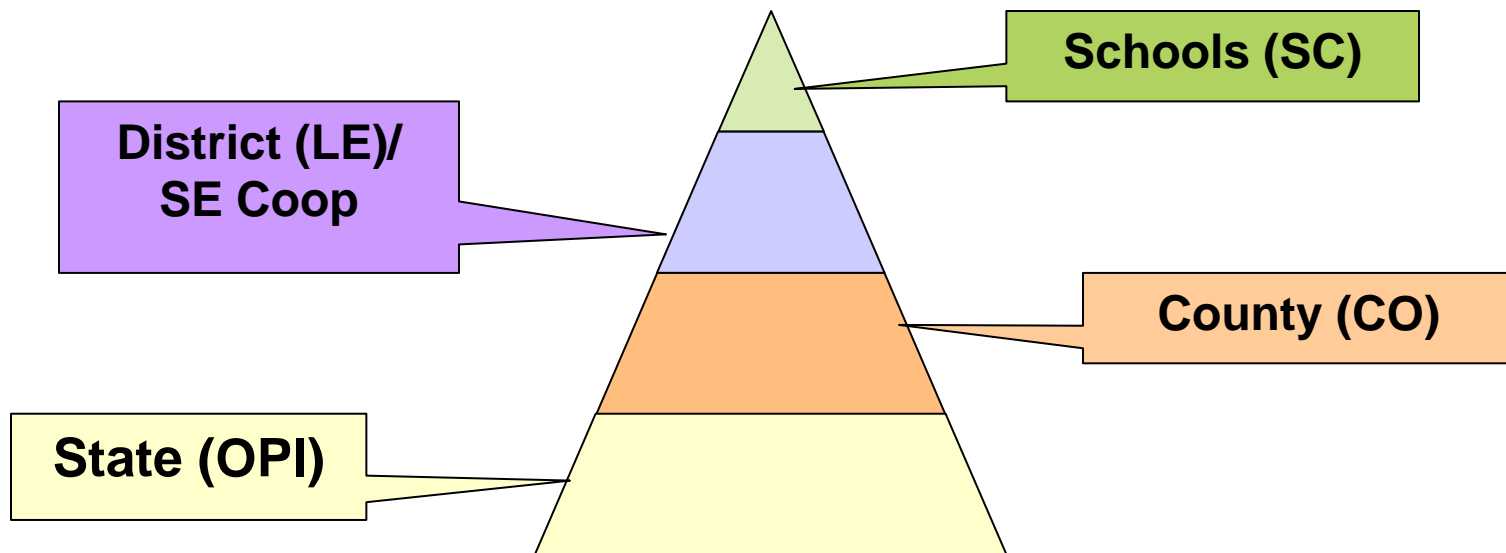
- Install Citrix client software
 - See User Manual
 - Update if not used since June
- Username and Password
 - Mailed to Authorized Rep in July 2009
 - Password policy

Password Policy

- Mailed to Authorized Reps July 1
- Changes every 60 days
- Add month delimiter to core password
 - ‘SO’ = September October
- Cannot be given out over phone or email
 - MUST be mailed
- Call OPI Security (406) 444-3448

User Level

- What level of user are you?
- Your user level determines which menu options you can see



User Level Cont'd

Select Your County, District, System, Coop or School

Step #1: Select a School or District Below.
Step #2: Click on the Get Started button to work with your selection -->
You can return to this screen at any time by pressing the Select button.

☒ Get Started

Working at the District Level with District Wide Data.

School Year:	2008-2009	Codes:	
County:	Beaverhead		01
System or Coop:	Dillon Elementary		0199
Legal Entity:	Dillon Elem		0005
School:	All Schools		%

This screen shows you what selection options are currently set and are based on your user id. You can modify any of the white fields. Selections here will determine what forms and reports as well as data you can work with.

frmSetGlobalDefaults

Click here to proceed

Select school using dropdown

Navigation

The screenshot shows the 'Annual Data Collection Main Menu' interface. At the top, it displays the current year '2007-2008' and the selected entity 'Beaverhead (CO 01) Dillon Elementary (SS 0199) Dillon Elem (LE 0005) All Schools (SC %)'. The 'District Level' is indicated in red. A 'Click to Select' button is on the left, and an 'Exit Program' button is on the right. The main area is titled 'READY FOR DATA ENTRY' and contains a list of tasks: 'Data Entry' and 'Reports'. A list of options is shown, including '1 - Organization Setup', '2 - Setup Periods/FTE Names', '3 - Staff Assignments', '4 - Accreditation Data', '5 - PIR Days and School Start and End Dates', '6 - Alternative Education Programs', '7 - Indian Education', and '8 - Technology Use Report'. A 'Status' box is at the bottom left, and a 'Select Screen' box is at the bottom right. A 'Click to exit program' callout points to the 'Exit Program' button.

Change Entity

Current User Level

Click to exit program

Select Task

Status

Select Screen

Annual Data Collection Main Menu

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to Select

District Level

Exit Program

READY FOR DATA ENTRY

Select a button on the left, then double click an option below

ENTERED BY EVERYONE

- 1 - Organization Setup
- 2 - Setup Periods/FTE Names
- 3 - Staff Assignments

ENTERED AT SCHOOL LEVEL

- 4 - Accreditation Data
- 5 - PIR Days and School Start and End Dates
- 6 - Alternative Education Programs
- 7 - Indian Education
- 8 - Technology Use Report

Setup and confirm general information for District or School.
Enter general units of time for schools.

frmSwitchBoard



Who Uses ADC Data?

- Accreditation
- Board of Public Education (BPE)
- Funding via School Finance
 - Quality Educator Payments
- Sharing within OPI



New for SY 2010

- School level
 - Highly Qualified teacher status
 - Dual Credit assignments
 - New Special Education job codes
 - New Paraprofessional job code
(distance learning facilitator)
- District level
 - Revised Personnel Recruitment Report
 - Moved technology integration question to district level
 - Added Homeless Liaison



Main Menu - Data Entry

- Items on the ADC Main Menu are numbered in the order in which you might want to select them.
- Type your answers or select from the dropdown lists.
- Navigation between fields
 - ‘Tab’ or ‘Enter’ keys
 - Mouse
- **The ‘Esc’ key will undo your last change and return the page to its previous state.**

Organization Setup

Round the computed hours and **enter here!** You will **not** be able to submit with this blank.

Setup Organizations

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to Select

District: Dillon Elem

Status of Processing for this Organization: Ready For Data Entry

Instructional Program Offered: Elementary Program (EL)

Enter this school's Aggregate Hours per year for meeting Accreditation Standards.
1080

Minutes per day of pupil instruction or administrative activity. Do not include passing time, unstructured recess, or lunch.
Full Days: 346 Partial Days: 180

Minutes per day of passing time.
Full Days: 29 Partial Days: 15

Days per year of pupil instruction.
Full Days: 170 Partial Days: 6

Calculated aggregate hours per year for meeting Accreditation Standards. 1082.00

Notes:

frmOrganizations

At least 1080 Hours are Required

Automatically computed



Set Up Period/FTE Names

- Data rolled forward from last year
- FTE is the core of all calculations
- Check for accuracy:
 - FTE units should add up to 1.0
 - Must reflect the current school day
- Cannot delete a Period/FTE if assigned to a current teacher record
- See the last page of Overview and the Personnel form in packet

Period Names/FTE Calculator

Period/Fte Names for Organization

Dillon Elem

FTE is the "full-time equivalent" which is the number of hours of work normally required in a full-time position.

Period/FTE Name	FTE
0.250 FTE	0.250
0.500 FTE	0.500
1.000 FTE	1.000
P-1 Sem-1	0.167
P-2 Sem-1	0.167
P-3 Sem-1	0.167
P-4 Sem-1	0.167

frmFteUnit

Work with Selection Add a New Period/FTE Delete Selection

Naming wizard

Period/Fte Name Detail

Dillon Elem

Naming Wizard

Follow the steps to create uniform names for your FTE units. From the choices, select the 'Best' description for this particular unit.

1. Select Percentage or Period. You will be prompted for period number.
2. Enter the days this period meets. (in day order). examples: MTWRF = meets every day, TR = meets Tue and Thur, A = A days etc.)
3. Select a Session Type: You will be prompted for a session number. (Except for yearly)

Percentage FTE MTWRF Yearly

FTE or Period Description FTE

Save And Exit Exit without Saving Click Here to Calculate FTE.

frmFteUnitUpdate

- Time units
 - Percentage
 - Period

Period/FTE Calculator

To use calculator: Enter the number of minutes and days for a specific period or assignment in the numerator. Enter the school's total minutes and days in the denominator. Press Enter; the FTE box will show the correct decimal.

Use this section if you are calculating percentage FTE, FTE for a block schedule or FTE for periods of different lengths.

$$1.000 \text{ FTE} = \frac{360 \text{ Minutes Per Day} \times 180 \text{ Days Per Year}}{360 \text{ Organization Instructional Minutes Per Day} \times 180 \text{ Days Per Year}}$$

Example: $0.125 \text{ FTE} = \frac{45 \text{ Minutes Per Day} \times 180 \text{ Days Per Year}}{360 \text{ Instructional Minutes Per Day} \times 180 \text{ Days Per Year}}$

For a daily schedule where the periods are equal in length and meet all year long, enter one (1) in the numerator and total periods in the denominator. Press Enter to calculate FTE for each period.

$$0.167 \text{ FTE} = \frac{1 \text{ Period(s) Per Day}}{6 \text{ Total Periods in Teaching Day (including Prep)}}$$

Example: $0.167 \text{ FTE} = \frac{1 \text{ Period(s) Per Day}}{6 \text{ Total Periods in Teaching Day (including Prep)}}$

frmFteUnitDetail

FTE calculator



Staff Assignments

Used for:

- Accreditation
- NCLB Core Academic Subjects for Highly Qualified Teachers
- FTE counts
 - State Legislature
 - Federal Reporting
- State Quality Educator Payment
- Special Education Reporting
- See handout “Annual Data Collection Staff Assignment Codes”



Staff Assignments Cont'd

- Data rolled forward from last year
- Remove assignments for staff no longer employed at your school or district
- Ensure all staff are assigned to appropriate assignment code with correct FTE units
- Report all staff by employer (school/district)
- Break staff out between special and general education assignment codes
- FTE Reports can help you review staff FTE when you are done (fix totals > 1.0!)



Assignment / FTE Note

Note: If you have a new staff member who taught at another Montana school last year, the FTE from his/her previous assignment will still be attached to that person's record until the previous school district goes into this program and deletes it. You may get a message box telling you the person is over 1.00 FTE and asking if you want to fix the problem. **As long as the person has 1.00 FTE or less at your school, you can ignore this warning.** The issue should be resolved when the data entry for the state is complete.



New Staff Assignment Collections

- Highly Qualified teacher assignments
 - Checkbox on Assignment by Person form
 - Displayed only for “core academic” subjects
 - Applicable for both regular and special ed
 - A check means the teacher is highly qualified based on license and endorsement or HOUSSE
- Dual Credit assignments
 - Checkbox on Assignment by Person form
 - A check means the course is taught for dual or concurrent credit



HOUSSE

(Highly Objective Uniform State Standard of Evaluation)

- For teachers with one or more years experience teaching a core academic subject
- Questionnaire sent last January; answers are to be kept on file at district
- Must be re-evaluated on a yearly basis
- Minimum 100 points required to meet MT definition of 'highly qualified' teacher
- http://opi.mt.gov/PUB/PDF/FEDPrgms/HQT/2008_09NCLB_HQT_Manual.pdf

Core Academic Subjects

- English
- Reading or Language Arts
- Mathematics
- Science
- Foreign Languages
- Civics and Government
- Economics
- Visual Arts
- History
- Geography

New Assignment Codes

- Special Education
 - Either sole provider of core academic instruction or teaching in collaboration
 - FTE determined by percent of time in assignment – **NOT** periods!
- Distance Learning Paraprofessional
 - No educator license required
 - DL provider must use certified teacher

New Special Education Assignment Codes Definitions

- Teachers
 - SE02 (not sole provider)
 - Used primarily in collaborative teaching where the core academic subjects are taught by a licensed and appropriately endorsed teacher and the SpEd teacher assists
 - SE04 (sole provider)
 - SpEd teacher provides core academic instruction in addition to special education role

New SpEd Assignment Codes Definitions Cont'd

- Interns
 - SE03 (not sole provider)
 - Teacher is enrolled in approved internship program; participates in collaborative teaching where core academic instruction is provided by licensed and appropriately endorsed teacher(s).
 - SE05 (sole provider)
 - Teacher is enrolled in approved internship program; provides instruction in core academic subjects in addition to special education role.

Other SpEd Assignment Codes

- Itinerants
 - SE06 (Itinerant Teacher)
 - SE07 (Itinerant Intern)

No change in use of these assignment codes

- Not sole providers of core academic instruction

Assignment Summary

- Summary of all assignments
- Display depends on user level

Assignment Summary

2007-2008
 Beaverhead (CO 01)
 Dillon Elementary (SS 0199)
 Dillon Elem (LE 0005)
 All Schools (SC %)

Click to Select

School or District Name	Job Category	Folio	Person	FTE Sum	Student Load	No. of Assign.	No. of Assign. Issues
School 0008 Dillon Middle School	Paraprofessional	0 Afoa, Sally		0.125	2	1	1
School 1525 Parkview School	Special Education	0 Afoa, Sally		0.875	1	1	1
School 0008 Dillon Middle School	Teacher	30445 Anderson, Sharon R		1.000	143	8	0
School 0008 Dillon Middle School	Teacher	45214 Backus, Audrey		1.000	138	8	0
School 1525 Parkview School	Teacher	43421 Baker, Tamara L		1.000	23	1	0
School 1525 Parkview School	Teacher	48572 Bengeyfield, Alice E		1.000	25	1	0
School 1525 Parkview School	Teacher	49053 Bederson, Melinda K		1.000	703		
School 1525 Parkview School	Administrative			0.500	102		
School 0008 Dillon Middle School	Teacher			0.500	53		
School 1525 Parkview School	Special Education			0.500	13		
School 1525 Parkview School	Teacher	71608 ... , Trevor Edward		0.500	10	1	
School 1525 Parkview School	Teacher	50918 ... , Bonnie J		1.000	17		0
School 0006 Mary ... School	Special Education	77268 ... , Tessa R		0.800		1	1
School 1525 Parkview School	Special Education	... DeHart, Dorothy		0.200	9	1	1

frmAssignmentSummary

Work With Person Add Person Delete Person Transfer Assignments

Assignment
by Person

Add Person

Delete Person

Transfer
Assignments



Working with Assignments

- Assignment by Person – shows detail of selected assignment(s)
- Transfer Assignments – give a previous staff person's assignments to a new person
 - ❖ Once this process is complete, the original person is deleted
- Add Person –first perform search to ensure no duplicates (last name, folio number*, SSN*, license number) *most accurate
 - ❖ Save your work!!
- Delete Person – No UNDO



Instructional Paraprofessionals

- “Highly Qualified” under NCLB applies to Title I paras and ALL paras at Title I school-wide schools
 - Funding tied to the following assignment codes
 - Title I => PP02
 - Special Education => SE25
 - General => PP01
- **Update the Para qualifications** in ADC for 2009 -10
 - Two or more years of higher education
 - Associate degree
 - Academic assessment
- **NEW!** – Distance Learning Facilitator (PP04)
 - Instructor must be licensed teacher
- Aide (para) is mandatory when class size exceed the standards – minimum of 1 ½ hours per day, per student overload up to six hours. An overload of 5 students per classroom is considered excessive. (ARM 10.55.712 (5) and (6))

Collection Checkboxes

- Click in the checkbox to indicate “Yes/True”
- Revealed only if appropriate to assignment

Assignment by Person

Carver, Brett A **White, Non-Hispanic** **Male**

Edit?	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
<input checked="" type="checkbox"/>	School 0023 Beaverhead Co High School	EN01	English/Language Arts	P-1	0.143	9	10	22
<input checked="" type="checkbox"/>	School 0023 Beaverhead Co High School	DL02	Facilitator/Distance Learning	P-2	0.143	9	12	0
<input checked="" type="checkbox"/>	School 0023 Beaverhead Co High School	EN01	English/Language Arts	P-3	0.143	9	12	18
<input checked="" type="checkbox"/>	School 0023 Beaverhead Co High School	PT	Prep	P-4	0.143	9	12	0
<input checked="" type="checkbox"/>	School 0023 Beaverhead Co High School	MH05	Math	P-5	0.143	10	12	26
<input checked="" type="checkbox"/>	School 0023 Beaverhead Co High School	EN01	English/Language Arts	P-6	0.143	10	12	21
<input checked="" type="checkbox"/>	School 0023 Beaverhead Co High School	EN01	English/Language Arts	P-7	0.142	9	12	19

Organization Name:

FTE Unit: [Click here to Setup Periods and Time Units](#)

Job Code: [Report Teaching Assignments by Period](#)

Additional Job Description:

☐ This assignment is an Alternative Education assignment
 ☒ This assignment is taught by a Highly Qualified Teacher
 ☐ This assignment is a Dual Credit assignment

Grade:
 Test Grade:
 Student Load:

ALT ED **HQ** **DUAL CREDIT**

frmAssignmentPerson

Alternative Education Assignments

Assignment by Person

s, Kathryn D

White, Non-Hispanic

Female

	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
school	0661 Helena High School	MH05 Math		P-1	0.143	9	12	12
school	0661 Helena High School	MH05 Math		P-2	0.143	9	12	12
school	0661 Helena High School	PT Prep		P-3	0.143	9	12	0
school	0661 Helena High School	MH05 Math		P-4	0.143	9	12	12
school	0661 Helena High School	MH05 Math		P-5	0.143	9	12	12

Check here to indicate that the assignment is part of an alternative education program

Organization Name: Helena High School (School 0661)

FTE Unit: P-1 - 0.143 FTE

[Click here to Setup Periods and Time Units](#)

Job Code: MH05 - Math

[Report Teaching Assignments by Period](#)

Additional Job Description: Project for Alternative Learning

☒ This assignment is an Alternative Education assignment

Lowest Grade: 9

Issue with Assignment ☐

Highest Grade: 12

Issue Resolved ☐

Student Load: 12

Notes:

frmAssignmentPerson

[Add Assignment](#)

[Delete Assignment](#)

[Update Person](#)

[Cancel](#)

[Save Work](#)

Highly Qualified Teacher

Assignment by Person

Anderson, Sharon R White, Non-Hispanic Female

Edit?	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
Yes	School 0008 Dillon Middle School	EN01	English/Language Arts	P-1	0.125	8	8	1
Yes	School 0008 Dillon Middle School	EN01	English/Language Arts	P-2	0.125	7	7	1
Yes	School 0008 Dillon Middle School	EN01	English/Language Arts	P-3	0.125	8	8	2

Organization Name: Dillon Middle School (School 0008)

FTE Unit: P-1 - 0.125 FTE [Click here to Setup Periods and Time Units](#)

Job Code: EN01 - English/Language Arts

Additional Job Description: ENGLISH

☐ This assignment is an Alternative Education assignment ☐ This assignment is taught by a Highly Qualified Teacher

☐ This assignment is a Dual Credit assignment

Lowest Grade: 8 Issue with Assignment ☐

Highest Grade: 8 Issue Resolved ☐

Student Load: 19 Notes:

frmAssignmentPerson [Add Assignment](#) [Delete Assignment](#) [Update Person](#) [Cancel](#) [Save Work](#)

Check here if this core academic subject is taught by a highly qualified teacher

Dual Enrollment Assignment

Assignment by Person

Carver, Brett A **White, Non-Hispanic** **Male**

Edit?	School or District Name	Job Code	Description	FTE Unit	FTE L
Yes	School 0023 Beaverhead Co High School	EN01	English/Language Arts	P-1	0.143
Yes	School 0023 Beaverhead Co High School	DL02	Facilitator/Distance Learning	P-2	0.143
Yes	School 0023 Beaverhead Co High School	EN01	English/Language Arts	P-3	0.143
Yes	School 0023 Beaverhead Co High School	PT	Prep	P-4	0.143
Yes	School 0023 Beaverhead Co High School	MH05	Math	P-5	0.143
Yes	School 0023 Beaverhead Co High School	EN01	English/Language Arts	P-6	0.143
Yes	School 0023 Beaverhead Co High School	EN01	English/Language Arts	P-7	0.142

Check here if this is a Dual Credit or Concurrent Credit Assignment

Organization Name: Beaverhead Co High School (School 0023)

FTE Unit: P-1 - 0.143 FTE [Click here to Setup Periods and Time Units](#)

Job Code: EN01 - English/Language Arts [Report Teaching Assignments by Period](#)

Additional Job Description: English I

☐ This assignment is an Alternative Education assignment ☐ This assignment is taught by a Highly Qualified Teacher

☐ This assignment is a Dual Credit assignment

Lowest Grade: 9

Highest Grade: 10

Student Load: 22

frmAssignmentPerson [Add Assignment](#) [Delete Assignment](#) [Update Person](#) [Cancel](#) [Save Work](#)

Allocation of Pre-K FTE

Assignment by Person

Wahl, Misti L **White, Non-Hispanic** **Female**

Edit?	School or District Name	Job Code	Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
yes	School 0006 Mary Innes School	SE04	Special Education Teacher -	1.000 FTE	1.000	PK	K	20

Organization Name: Mary Innes School (School 0006)

FTE Unit: 1.000 FTE - 1.000 FTE [Click here to Setup Periods and Time Units](#)

Job Code: SE04 - Special Education Teacher - Sole Provider

Additional Job Description: Special Education Teacher

☐ This assignment is an Alternative Education assignment ☒ This assignment is taught by a Highly Qualified

What percent of this assignment is allotted to 3-5 year olds? 50 %

Lowest Grade: PK Highest Grade: K Student Load: 20

frmAssignmentPerson [Add Assignment](#) [Delete Assignment](#) [Update Person](#) [Cancel](#) [Save Work](#)

Special Ed job codes only

Enter percent (%) FTE allocated to PK kids



Licensed Professionals

- Report all staff employed or contracted to provide special education services
- Department of Labor Licensing Database
 - Check that correct license from the DOL licensing database has been entered for all Licensed Professionals (Update Person)
 - Defaults to Female and White; please change as needed



Quality Educator (QE) Payment

- QE payment based on MCA 20-9-327
- FY 2010: \$3,042 per licensed educator or other professional (same as last year)
 - Based on FY 2009 ADC Staff Assignments
- QE payments paid by MAEFAIRS into District or Coop general fund
- License must be active and/or issued by 12/01/2009 (no grace period)
- Refer to Staff Assignment Codes list to determine which job codes are included in payment
- Verification
 - OPI Educator Licensure database
 - Montana Department of Labor and Industry, Business Standards Division professional license databases

QE Payment Report

- After completing updates to ADC staff assignments, please review the QE payment report called “ADC District FTE.” Wait until the next morning -- it is updated nightly with the most recent assignments.
- **No corrections accepted after January 15, 2010**

The screenshot shows the 'Annual Data Collection Main Menu' interface. At the top, a blue header bar contains the text 'Annual Data Collection Main Menu'. Below this, a beige panel displays a list of selection options: '2009-2010', 'Beaverhead (CO 01)', 'Dillon Elementary (SS 0199)', 'Dillon Elem (LE 0005)', and 'All Schools (SC %)'. A hand cursor icon is positioned over the 'Dillon Elem (LE 0005)' option, which is highlighted in purple. To the left of this list, the text 'Click to Select' is visible. To the right of the highlighted option, the text 'District Level' appears in red. Below the selection list, the text 'READY FOR DATA ENTRY' is displayed in purple. A green panel at the bottom contains two main sections: 'Data Entry' and 'Reports'. The 'Data Entry' section includes a list of tasks: 'ENTERED AT DISTRICT LEVEL', '9 - District Personnel Recruitment', '10 - Technology Integration Report', '11 - Distance Learning Report', '12 - Testing Coordinators', '13 - Homeless Liaison', and '14 - Dual Enrollment Opportunities'. The 'Reports' section includes the text 'LAST STEP TO FINISH' followed by '15 - Submit' and '16 - Quality Educator Payment Report'. A speech bubble points to the '16 - Quality Educator Payment Report' option.

Annual Data Collection Main Menu

Click to Select

2009-2010
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005) District Level
All Schools (SC %)

READY FOR DATA ENTRY

Select a button on the left, then double click an option

Data Entry

ENTERED AT DISTRICT LEVEL

9 - District Personnel Recruitment
10 - Technology Integration Report
11 - Distance Learning Report
12 - Testing Coordinators
13 - Homeless Liaison
14 - Dual Enrollment Opportunities

Reports

LAST STEP TO FINISH

15 - Submit
16 - Quality Educator Payment Report

**Click to get
the QE
Report for
your
district**

Accreditation Data

- Certifies to Board of Public Education that schools are complying with applicable accreditation rules.

Select individual tabs or click on "Next"

Accreditation Data

2009-2010
Beaverhead (CO 01)
Beaverhead Co High School (SS 0200)
Beaverhead County H S (LE 0006)
Beaverhead Co High School (SC 0023)

Click to Select

I. A B 1-2 B 3-5 B 6-7 B 8-9 B 10-12 B 13 C II.

B 13 Does the school operate on a 4 day per week schedule? Yes No

If yes, and the school is a high school or has grades 7 and 8 funded at the high school rate are classes scheduled for 225 minutes per week as required by ARM 10.55.906 (1)(a) and 10.55.902(4)(c)?


Next



PIR Days and School Start and End Dates



- Certify number of PIR hours for funding purposes
- Inform OPI specialists what training is being conducted in schools
- Can be “promoted” to other schools in the district – but cannot cross districts

PIR Form



Click to Select

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
Dillon Middle School (SC 0008)

Activity Codes

PD = Professional Development (18 hours, in no less than 2-hour blocks) (ARM 10.55.714) **18**

PT = Parent Teacher Conference (ARM 10.65.101.1(c)) **8**

RK = Record Keeping (Total of 6 hours allowable in no less than 2-hour blocks) **3**

SO = Staff Orientation (Must be held prior to student attendance and in no less than 2-hour blocks) **3**

32

Totals

Click for More Instructions

Click to See Example

Please provide the following information for the school year beginning July 1 for the year 2007-2008

1. First day pupils attend school:
2. Last day pupils attend school:
3. Does your district have a professional development committee? (ARM 10.55.714(3))

Date	Activity Code	PIR Activity Description	PIR Hours
08/31/07	SO	Staff Orientation	3
09/30/07	PD	mentor training	6
10/15/07	PD	mea-mft	6
10/16/07	PD	mea-mft	6

Click to copy these PIR Days to all schools in the district

frmPIR



Alternative Education Programs

- Gathers information on types of alternative school programs for inclusion in the OPI central database
- Helps the OPI answer questions about alternative programs

Alternative Education Form

The screenshot shows a software window titled "Alternative Education Programs". The header area includes a "Click to Select" button with a hand icon and a list of schools: "2007-2008", "Beaverhead (CO 01)", "Dillon Elementary (SS 0199)", "Dillon Elem (LE 0005)", and "Dillon Middle School (SC 0008)". To the right of the header are icons for zooming and a plus sign. Below the header is a tabbed interface with three tabs: "Questions 1 - 5", "Questions 6 - 7", and "Questions 8 - 12". The main content area has a light green background and contains a "Purpose" paragraph and five numbered questions. Each question has a corresponding dropdown menu. The "Next" button is located at the bottom right of the form area. The window's title bar includes standard minimize, maximize, and close buttons.

Alternative Education Programs

Click to Select
2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
Dillon Middle School (SC 0008)

Questions 1 - 5 Questions 6 - 7 Questions 8 - 12

Purpose: The purpose of this data collection is to identify which districts operate alternative education programs to serve at-risk students and gather identifying information about these programs. For OPI reporting purposes, an alternative education program is a "restructured" academic program to serve at-risk students and operated within an accredited public school.

1. Does your district operate an alternative education program to serve at-risk students? Yes

2. Which choice below best describes where the students are served? On school campus

3. Do you modify graduation requirements (as provided in ARM 10.55.906 (3) & (4)) for the students served in this program? No

4. Do you modify attendance requirements for the students served in this program? No

5. When reporting personnel assignments for the Annual Data Collection, do you use personnel job codes AR01 (At-Risk) or OT (Other) to describe any of the personnel working in the alternative education program?
AR01 (At-Risk) Yes
OT (Other) No

[Next](#)

frmAltEdPrograms



Indian Education

- Helps the OPI understand efforts to implement Indian Education for All law, assist in the staff development, and offer technical assistance where needed.
- Collect resources, professional development, and teacher/administrator knowledge
- Document uses of FY2009 Indian Education and American Indian Achievement Gap funding

Indian Education Form

The screenshot shows a software window titled "Indian Education". In the top-left corner, there is a hand icon and the text "Click to Select". The main header area contains the following information: "2008-2009", "Beaverhead (CO 01)", "Beaverhead Co High School (SS 0200)", "Beaverhead County H S (LE 0006)", and "Beaverhead Co High School (SC 0023)". To the right of this header are two icons: a magnifying glass and a document with a plus sign. Below the header is a row of tabs: "Law", "Board Policy", "Teacher Knowledge", "Curriculum And Instruction", "Professional Development", "Needs", "Funding", and "Student Achievement". The "Law" tab is currently selected. The main content area has a light green background and contains the following text: "Click in box to view entire text of law.", "INDIAN EDUCATION FOR ALL - ADC", "Supplemental Information", "The following information is provided to assist schools and districts in understanding the requirements of the accreditation standards relating to, and in support of, the Indian Education for All Law, MCA 20-1-501.", "I. The Indian Education Law, 20-1-501, MCA was passed by the 1999 Legislature to ensure the implementation of Article X, section 1(2) of the Montana Constitution to recognize 'the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of their cultural heritage.'", "The full text of this statute is as follows:", "20-1-501. Recognition of American Indian cultural heritage -- legislative intent", "(1) It is the constitutionally declared policy of this state to recognize the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of their cultural heritage.", and "(2) It is the intent of the legislature that in accordance with Article X, section 1(2), of the Montana constitution:". A "NEXT" button is located at the bottom right of the content area. The bottom-left corner of the window displays "frmIndianEducation".

Indian Education

2008-2009
Beaverhead (CO 01)
Beaverhead Co High School (SS 0200)
Beaverhead County H S (LE 0006)
Beaverhead Co High School (SC 0023)

Click to Select

Law Board Policy Teacher Knowledge Curriculum And Instruction Professional Development Needs Funding Student Achievement

Click in box to view entire text of law.

INDIAN EDUCATION FOR ALL - ADC
Supplemental Information

The following information is provided to assist schools and districts in understanding the requirements of the accreditation standards relating to, and in support of, the Indian Education for All Law, MCA 20-1-501.

I. The Indian Education Law, 20-1-501, MCA was passed by the 1999 Legislature to ensure the implementation of Article X, section 1(2) of the Montana Constitution to recognize "the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of their cultural heritage."

The full text of this statute is as follows:

20-1-501. Recognition of American Indian cultural heritage -- legislative intent

(1) It is the constitutionally declared policy of this state to recognize the distinct and unique cultural heritage of American Indians and to be committed in its educational goals to the preservation of their cultural heritage.

(2) It is the intent of the legislature that in accordance with Article X, section 1(2), of the Montana constitution:

NEXT

frmIndianEducation



Technology Survey: Computers and Connectivity

- Required by Federal Technology Grant
- Helps to target OPI resources for staff development and technical assistance
- **Important to ensure each computer is counted only once !**
- School level report
 - Curriculum integration question moved to district level (new!!)


Reporting Shared Computers

- If computers are used across grades or school districts...
 - Get a count of all the computers
 - Determine how many are used by students and how many by teachers (primary use)
- How to compute (pick one method)
 - Provide the actual count by school (sc)
 - Divide the total number in the district evenly by # of schools in the district
 - Use another method as determined locally

Computer Internet Access

- Review both student-used and teacher used computer numbers and then record number of computers having Internet access
 - Dial up
 - High speed (broadband)
 - No Internet access
- Building Internet connections (select one)
 - Wireless
 - Hardwired

Technology Survey Form

Technology Survey: Computers and Connectivity	
 Click to Select	2009-2010 Beaverhead (CO 01) Dillon Elementary (SS 0199) Dillon Elem (LE 0005) Dillon Middle School (SC 0008)
Purpose: This annual report will provide the Office of Public Instruction with the necessary information for Federal reporting requirements and assist the OPI in planning for future staff development and technical assistance delivery options across the state. Please provide accurate and unduplicated counts for the specific school you are reporting on. Duplicated counts may negatively impact technology funding or program eligibility.	
Federal reporting requirements require that OPI report the number of computers per school. OPI recognizes that computers are used across grade levels and Districts. However, some determinations must be made by the district as to how to report the computers. Possible ways to determine how to report shared computers are: 1. (Preferred) - provide the actual count by school (sc). Or 2. Divide the total number of computers in the district evenly across the schools in that district. Or 3. Another method as determined locally. ***** Regardless of the method used, do not report any one computer more than once*****	
How many computers in your school are used primarily by Students:	<input type="text"/>
How many computers in your school are used primarily by Teachers:	<input type="text"/>
For each set of computers listed above (Student and Teacher), how many of them are connected to the Internet by the following Connection Types?	
Student Computer Internet Access Type:	Teacher Computer Internet Access Type:
Dial Up Internet Access	<input type="text"/>
High Speed (Broadband) Internet Access	<input type="text"/>
No Internet Access	<input type="text"/>
What is the primary (or only) way that computers inside the school building connect to the Internet?	<input type="text"/>


District Level Reports

- Personnel Recruitment (Redesigned)
 - Used to set criteria for critical teacher shortage teacher loan forgiveness program
- Technology Integration Report (New)
- Distance Learning
 - List provider, subjects and # students if you receive instruction via DL
 - List districts/schools, subjects, and # students if you provide instruction via DL
- Testing Coordinators
- Homeless Liaison (New)
- Dual Enrollment Opportunities



Technology Integration

- Question moved to the District Level
- Answer either yes or no

Technology Survey: Technology Integration




2009-2010
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)



Click to
Select

Purpose: This annual report will provide the Office of Public Instruction with the necessary information for Federal reporting requirements and assist the OPI in planning for future staff development and technical assistance delivery options across the state.

Has the district fully integrated technology into the district curriculum through implementing the Montana Technology Content and Performance Standards as of December 31, 2008?



Yes / No



Personnel Recruitment

- Completed at the District Level
- Used by the OPI, the University system and districts to understand, project and help alleviate staff shortages
- Used to set criteria for **critical teacher shortage teacher loan forgiveness program**

District Personnel Recruitment

District Personnel Recruitment

2009-2010
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

☐ I have no Personnel Recruitment records to report.

FTE of Vacancies

Difficulty Filling:

Recruitment Subject Area:

Elementary

Middle School

Vacancy Summary: (Double Click record to Edit or to Set it up for Delete)


AREA	FTEElem	ElemDifficulty	FTEMS	MsDifficulty
Music	1	Difficult to Fill - Very few qualified applic	0	



Distance Learning Report


- Required by Administrative Rules
- All districts must complete
- Private and commercial providers are required to register with OPI through our web registration
- District providers must list schools/districts to whom they deliver classes

Distance Learning Form



Click to Select

2008-2009
Beaverhead (CO 01)
Beaverhead Co High School (SS 0200)
Beaverhead County H S (LE 0006)
All Schools (SC %)



ARM Tab A Tab B Tab C Tab D Tab E

If YES to question 5: Provide the following information for all schools currently being served.

6. Create one record for each school currently served

District Name: Terry K-12 Schools
School Name: Terry High School

Add New Record
Delete Record

District	School Being Served
Terry K-12 Schools	Terry High School

Double Click to add a course.

Course:
Teacher's Folio Number:
Grade Level(s): (Examples: 3, 4-7, K-12)
Does offering comply with teacher load requirements of ARM - 10.55.7.13(3)? No

Delete Record Add New Record

Double Click Course to edit.

Course	Folio Number	Grade Level(s)
Shop	21915	7-12
Spanish I	40345	9-12




Testing Coordinators



- Need to keep testing coordinator contact information up-to-date for Assessment
- Form is pre-filled with the most current data that OPI has
- Make any changes and click the check box to confirm you have reviewed the data

Test Coordinators Form

Test Coordinators

 **2009-2010**
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to Select

Please enter the test coordinator for the district. This is the person responsible for the successful communication, coordination, and administration of statewide testing.

Enter the delivery (physical) address where you would like the system test coordinator to receive MontCAS materials. This form is pre-filled with information we currently have on file about your district testing coordinator. If the information is incorrect, make any necessary changes. When the information is correct and complete, check the box at the bottom indicating you have reviewed and confirmed the information.

First Name	<input type="text"/>	E-mail	<input type="text"/>
Last Name	<input type="text"/>	Phone	<input type="text" value="(406) 683-4311"/>
Title	<input type="text"/>		
Postal Name	<input type="text" value="Dillon Elementary"/>		
Delivery Address	<input type="text" value="225 East Reeder"/>	Mailing Address	<input type="text" value="225 East Reeder"/>
City	<input type="text" value="Dillon"/>	City	<input type="text" value="Dillon"/>
State	<input type="text" value="MT"/>	State	<input type="text" value="MT"/>
Zip	<input type="text" value="59725-"/>	Zip	<input type="text" value="59725-"/>

I have reviewed and confirmed or corrected this information ☒

Check
Here






Homeless Liaisons (New!)

- Coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically..
- Form is pre-filled with the most current data
- Make any changes and click the check box to confirm you have reviewed the data

Homeless Liaison Form

Homeless Liaison

**2009-2010**
Prairie (CO 40)
Terry K-12 Schools (SS 0818)
Terry K-12 Schools (LE 0726)
All Schools (SC %)



Click to
Select

The District Homeless Liaison designated by the Authorized Representative should be an individual who is aware of his or her required duties, and is able to respond to questions or problems related to homeless students or their families regarding education issues.

This form is pre-filled with information we currently have on file about your homeless liaison. If the information is incorrect, please make any necessary changes. When the information is correct and complete, check the box at the bottom indicating that you have reviewed and confirmed the information provided.

If this information needs to be updated during the year, you must contact Clare Bridge at the OPI, (406) 444-0906.

First Name	<input type="text"/>	E-mail	<input type="text"/>
Last Name	<input type="text"/>	Phone	<input type="text" value="(406) 635-5533"/>
Title	<input type="text"/>	Fax	<input type="text" value="(406) 635-5705"/>
Address	<input type="text" value="215 E Park"/>		
City	<input type="text" value="Terry"/>		
State	<input type="text" value="MT"/>		
Zip	<input type="text" value="59349-"/>		

Check Here

☐

I have reviewed and confirmed or corrected this information

frmHomelessLiaison



Have you...???

- Reviewed all Special Ed teacher assignments and entered the correct job codes?
- Checked the Highly Qualified status for all teachers of core academic subjects (regular and special ed)?
- Checked the QE Payment Report and made any necessary changes?
- If you have answered “YES” to all these questions, you are ready to Submit!

QE Payment Report Revisited

- To view your report without going into the ADC
 - From the OPI home page, mouse over “Ed Data” and select “ADC District FTE” or
 - Use this link <http://data.opi.mt.gov/QualityEdFte/Default.aspx>
- **No corrections accepted after January 15, 2010**

The screenshot shows the OPI Montana Office of Public Instruction website. The address bar displays <http://www.opi.mt.gov/>. The main navigation bar includes links for Get Answers, Parents, Ed Data, Indian Ed, IRIS, Jobs, Licensing, Ed News, METNET, and NC. Below this, a secondary navigation bar lists NCLB Report Card, Measurement & Accountability, E-Grants, AIM, Search, and ADC District FTE. The main content area is titled "OPI ADC District Fte" and features a dropdown menu labeled "Select a District" with "Absarokee Elem" selected. Below the dropdown are two buttons: "Get Report" and "Get Job Codes Listing".

Select your district

Click to get the district's QE Report




Submit


- Program will provide a pre-submittal report to let you know if your data is incomplete.
- **Once you submit, you will not be able to make changes. Contact next level in the hierarchy for changes.**
- Submit hierarchy:
 - Schools submit to Districts
 - Districts submit to Counties
 - Counties submit to OPI
 - Special Ed Coops submit to OPI

Submit Work Form

Submit Work

 **2007-2008**
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to
Select



Submitting district Dillon Elem to Beaverhead County.

frmSubmit



Required Corrections Report

**This report lists all data that are missing or require correction.
All changes must be made prior to submitting.**



Denise Juneau, Superintendent
Office of Public Instruction
Accreditation Division
P.O. Box 202501
Helena MT 59620-2501

REQUIRED CORRECTIONS - ADC APPLICATION 2009-2010 School Year

Ravalli

Hamilton K-12 Schools

Hamilton K-12 Schools

Hamilton High School

Required Corrections

The following items must be complete before you can Submit your data to the OPI. Print this report and use it as a checklist for completing your data entry.



Preliminary Accreditation Report

This report is the only notification you will receive regarding your preliminary accreditation status.

- Report generated after a successful submit
- Based on submitted data
- Report used in OPI accreditation decisions
- Follow instructions for notifying OPI of changes or corrections
- **!!! Print a copy for your records !!!**

Processing Status

Who Can Modify?

- | | |
|--------------------------|---------------------|
| • Ready for Data Entry | All |
| • Submitted to District | District,
County |
| • Submitted to Co. Supt. | County |
| • Submitted to the OPI | OPI Staff |



Summary: What YOU need to do

- 1) Complete all data entry items
- 2) Review your reports
- 3) Check the Quality Educator Payment report
(wait 24 hours after staff assignments are entered).
- 4) Are corrections needed?
 - No – go to #5
 - Yes – go back to #3
- 5) Submit
- 6) **Print and Review Preliminary Accreditation Report**
- 7) Notify OPI of any corrections that still need to be made
- 8) Send Authorized Signatures Page, School Calendar, and Master Schedule to your next level (district/county/OPI)

Late or Incomplete Reports

- In accordance with accreditation guidelines (ARM 10.55.701), a district that has incomplete or missing reports will receive Advice accreditation status



Mailing the Report

- Send the following three things to your next level of responsibility (district/county/OPI):
 - Authorized Signatures and Checklist
 - Must be signed by the Administrator (principal or superintendent [district/county]) or Board Chair if no Superintendent or Principal
 - School Calendar
 - Master Schedule
- County Supts
 - Send all their districts' paperwork to OPI
 - Submit the county electronically
- Save a tree....please don't send copies of your reports to OPI !

Licensed Teachers

- It is the responsibility of the school district to ensure that all teachers are properly licensed and endorsed
- MCA 20-4-202 states that a teacher or specialist who has not registered their certificate with the county superintendent within 60 calendar days of the start of school shall not receive further compensation under his/her contract for employment.
- December 1 is a firm deadline for all licenses to be issued so start the process early



What happens with the data?

- Quality educator payment
- Accreditation status determination
- Federal reporting
 - highly qualified teachers
- Special Ed reporting
- NCLB Report Card

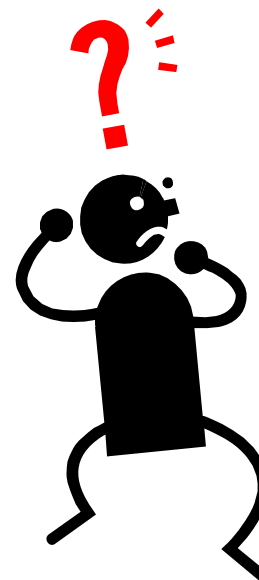


Where to Get More Information

- OPI Website: <http://www.opi.mt.gov>
 - Go to Programs & Services of OPI
 - Select Annual Data Collection<http://www.opi.mt.gov/adc/Index.html>
- OPI Knowledge Database (Get Answers)
- OPI Help Line - (406) 444-4050
- Tip of the Day



QUESTIONS?





Thank You!

